

## **TRANSIT BENEFIT INTEGRITY AWARENESS TRAINING LOGIN INSTRUCTIONS**

To enhance management controls for preventing Transportation Subsidy Benefit Program fraud, waste, and abuse, recertification (e.g., FY 2015 mandatory training, application and recertification statement submission, program withdrawal) is required by all participants on an annual basis. Recertification must occur before December 15\*, in order for participants to receive Transportation Subsidy Benefit Program for Fiscal Year 2015.

To improve efficiencies and alleviate year end strain, we have staggered deadlines by bureau/office. Please note, there are two deadlines: Friday 11/14/2014 and Monday, 12/15/2014.

All Transportation Subsidy Benefit Program Participants which includes the Annual/Monthly Pass Participants must complete the requirements for recertification; sign the Recertification Statement; take the mandatory online training; and complete a Transportation Subsidy Application/Expense Worksheet; or withdraw from the Program.

Transportation Subsidy Benefit Program Participants are required to complete the online Transit Benefit Integrity Awareness Training Course, prior to submitting Recertification documents to Program Coordinators for review and processing.

### **NEW DOI LEARN USERS (NEW EMPLOYEES ONLY)**

1. Federal Personnel Payroll System actions must be established prior to the creation of a DOI Learn account. There is often a delay associated with this personnel action.
2. If you do not have access to the online learning portal, there is an alternate training method.
3. Download an online version of the Transit Benefit Integrity Awareness Training course at [DOI Learn Downloadable CDs](#). Then take the Transit Benefit Integrity Awareness Training course; print out and retain a copy of your Certificate of Completion and submit evidence of completion to your bureau/office Transportation Subsidy Program Coordinator. DOI Learn Program System Administrators cannot track training history from employees who download this training.
4. For help with technical difficulties, please contact the DOI LEARN helpdesk at 866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com)

### **EXISTING DOI LEARN USERS**

1. To access the FY 2015 Transit Benefit Integrity Awareness Training course: Click on this [link](#).
2. It will take users to the DOI Learn login screen.
3. Log into the system with your user id and password.
4. Click Enroll (located on the right side of the screen) to register into the Transit Benefit Integrity Awareness Training course.
5. You will need to successfully pass the post assessment with a score of 70% to receive a completion certificate for the course.
6. For help with technical difficulties, please contact the DOI LEARN helpdesk at 866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com)

### **TRAINING NOTES**

1. If you have access to the online DOI Learn learning portal, DOI Learn Program System Administrators will forward weekly electronic reports to your Coordinator to verify your completion; just print out and retain a copy of the Certificate of Completion for your records.
2. If you are unable to access the online DOI Learn learning portal, you MUST submit evidence of completion of

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the Transit Benefit Integrity Awareness Training course. The Integrity download CD provides a Certificate of Completion without the DOI Learn seal.

3. Headquarters-level Bureau/Office Transportation Subsidy Program Coordinators can be found at:  
[http://www.doi.gov/ofas/support\\_services/coordinators.cfm](http://www.doi.gov/ofas/support_services/coordinators.cfm)
4. Visit the [Transit Subsidy](#) and the [Annual Transportation Subsidy Program Recertification](#) webpages to view/access Program Applications, forms, policies and procedures, and additional Transit Subsidy Program information

Contact your bureau/office transit coordinator to recertify right away!